



# Submittal Requirements

6/9/15

## FIRE PERMITS

**Contract Cities:** Surrounding communities contracting with the Bellevue Fire Department use the separate Contract City Permit Application.

**Fire Alarm:** Any addition, replacement, relocation or modification to a Fire Alarm System. This includes: entire systems, panels, devices; relocation of existing devices or equipment; replacement or removal of equipment. Quick review is available by prior appointment for modifications of 10 devices or less. **(FA)**

**Fire Sprinkler- Commercial:** All commercial projects adding, removing or relocating 25 sprinklers or more require plan review. In addition, any installation of new systems, regardless of size (dry, wet, anti-freeze, pre-action, etc.). **(FB)**

**Fire Sprinkler- Residential:** All automatic sprinkler work associated with residential sprinkler systems. Screening of building construction for whether automatic sprinklers are required is completed under the Single Family Building Permit. **(FC)**

**Smoke Control:** All projects adding or modifying active and/or passive smoke control systems, including shaft pressurization and zoned floor smoke control. **(FH)**

**Underground Sprinkler Main:** All work involving underground fire service mains, fire department connections and isolation valves. **(FD)**

**Fixed Fire Suppression System:** Installation or modification of kitchen hood systems, special extinguishing systems, clean agent systems, etc. **(FF)**

**In Building Radio System:** All work involving in building radio coverage systems for City emergency services workers (800 MHz systems). **(FE)**

Additional resources including copies of Amended Fire Codes, Fire Code Interpretations, Plan Submittal Requirements, and Development Standards are located on the City Website at: [www.bellevuewa.gov/fire\\_permits.htm](http://www.bellevuewa.gov/fire_permits.htm).

Initial for waiver	Fire Alarm	Sprinkler	Smoke Control	Underground Fire Main	Fixed Fire Suppression System	In Building Radio System (800 MHz)
This Chart	1	1	1	1	1	1
Fire Permit Application	1	1	1	1	1	1
Pre-application Conference Letter	If a pre-application conference was held, submit 1 copy.					
Submittal Checklist	NA	1 (#66)	1 (#42 <sup>c</sup> )	NA	NA	1 (#65)
Manufacturer's Equipment Sheets	2	2	2	2	2	2
"Bill To" Form			1	1		1
Site Plan		2		2		2
Required Calculations <sup>A</sup>	2	2	2		2	
Shop Drawing <sup>B</sup>	2	2	2	2	2	2
If Submittal is a revision, a response Letter to Previous Comments	1	1	1	1	1	1
Fees	Permit Processing provides current fee information (425-452-4898). <b>Fees are due at submittal</b> ; additional fees are due at issuance and maybe due in monthly billings					

### **Footnotes**

- A Fire Alarm: Requires battery and voltage drop calculations, Sprinkler- Commercial: requires hydraulic calculations, earthquake sway bracing calculations, standpipe and fire pump calculations; Sprinkler- Residential: requires hydraulic calculations; Smoke Control requires detailed calculations for 42b, c & d submittals; Fixed Suppression: requires calculations.
- B All drawings must be to scale. All Equipment must be labeled and corresponding legend is required. Sprinkler drawings must be stamped by the designer.
- C Smoke Control: Number Sheet 42a- required for Conceptual Smoke Control Submittal  
Number Sheet 42b- required for Detailed Smoke Control Submittal  
Number Sheet 42c- required for Revision to Existing Smoke Control System (TI)  
Number Sheet 42d- required for Shaft Pressurization only system (stair/elevator pressurization)

### **Please Note:**

The property owner bears the responsibility for the accuracy and completeness of all information provided with or affecting the application submittal.

The city may require additional information as needed. If you have any questions concerning your application submittal, please visit or call Development Services at 425-452-6800 between 8 a.m. and 4 p.m., Monday through Friday (Wednesday, 10 a.m. to 4 p.m.).

The city will provide reasonable assistance with physical access, communication, or other needs related to a disability. Assistance for the hearing impaired: Dial 711 (Telecommunication Relay Service).